

## ATTENDANCE CALENDAR - 1992

## DEPARTMENT OF PERSONNEL ADMINISTRATION

Name: O'BRIEN, ELIZABETH O'BE

Position Title: .....

Social Security Number: .....

Position Code: ..... Number: .....

Race/Ethnic Code: .....

Civil Service Position: ..... Non-Civil Service Position: .....

PLACE A CHECK BESIDE DAY WORKED  
USE ONE OF THE CODES TO SHOW ANY ABSENCE

- |  |                                |
|--|--------------------------------|
| 1. Personal Illness                              | 8. Unpaid Leave                |
| 2. Serious Illness in Immediate Household        | 9. Vacation                    |
| 3. Industrial Accident Leave                     | P - Paid Personal Leave        |
| 4. Industrial Accident Leave (part compensation) | C - Compensation Time          |
| 5. ET - Earned Time                              | PR - Professional Day          |
| 6. LO Rules (except LO-4)                        | PRI - Pregnancy Sick           |
| 7. Regular Day Off                               | MUM - Maternity Leave - no pay |

Collective Bargaining Unit: ..... Permanent: .....  
 Managerial: ..... Temporary: .....  
 Confidential: ..... Prov. Appt.: .....  
 Prov. Prom.: .....

## JULY 1991

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2.0 Per	3	4 HUN	5 2.0 Per	6
7	8 1.0 Per	9	10	11	12 1.5 Per	13
14	15	16	17	18 1.5 Per	19	20
21	22	23 1.0 Per	24	25	26 4.5 Per	27
28	29 VAC	30	31 1.5 Per			

## AUGUST

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 2.0 Per	2 VAC	3
4	5	6	7	8 2.0 Per	9	10
11	12	13 SIC	14	15 2.0 VAC	16	17
18	19	20 2.0 VAC	21	22 2.0 VAC	23	24
25	26 3.0 SIC	27	28	29 2.0 VAC	30 VAC	31

## SEPTEMBER

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 HUN	3	4	5	6 2.0 VAC	7
8	9	10	11 SIC	12	13	14
15	16	17 2.0 VAC	18 1.0 VAC	19	20 BRL	21
22	23 SIC	24	25	26	27	28 7.0 OT
29	30					

## OCTOBER

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5 7.5 OT
7	8 2.5 SIC	9	10	11	12 6.5 OT	13
13	14 HUN	15	16	17 2.0 SIC	18	19
20	21 VAC	22	23	24 1.0 SIC	25 2.5 SIC	26
27	28	29	30	31 SIC		

## NOVEMBER

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7 2.0 VAC	8	9 7.5 OT
10	11 HUN	12	13	14	15	16
17	18	19 1.5 SIC	20	21	22	23 *
24	25	26	27 1.0 VAC	28 HUN	29 VAC	30 7.5 OT

## DECEMBER

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2 6.5 OT	3 2.0 SIC	4	5	6 VAC	7
8	9	10	11	12	13	14
15	16	17	18	19 2.0 VAC	20	21
22	23	24	25 HUN	26 2.0 VAC	27	28
29	30	31				

## JANUARY 1992

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 HUN	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 HUN	21	22	23	24	25
26	27	28	29	30 2.0 SIC	31	

## FEBRUARY

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7 2.0 VAC	8
9	10	11	12	13	14	15
16	17 HUN	18	19	20 1.0 VAC	21	22
23	24	25	26 2.0 VAC	27	28	

## MARCH

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4 2.0 VAC	5	6	7 7.0 OT
8	9	10	11	12	13	14 8.0 OT
15	16 2.5 SIC	17 HUN	18	19 2.0 VAC	20 7.0 OT	21 5.0 OT
22	23 1.0 OT	24 1.0 OT	25	26 1.0 OT	27 1.0 OT	28 5.0 OT
29	30 1.0 OT	31 1.5 OT				

## APRIL

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4 3.0 OT
5	6 5.0 OT	7	8	9	10	11
12	13	14	15 SIC	16	17 VAC	18
19	20 HUN	21	22	23	24 3.0 OT	25
26	27	28	29	30		

## MAY

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12 2.5 VAC	13	14	15 3.0 VAC	16
17	18	19	20 2.0 VAC	21	22	23
24	25	26	27	28	29 2.5 VAC	30
31						

## JUNE

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 SIC	11	12	13
14	15	16	17 HUN	18	19	20
21	22	23	24	25	26 2.0 VAC	27
28	29	30	31			

SICK LEAVE			VACATION			PAID PERSONAL LEAVE		OFF PAY ROLL		PROFESSIONAL LEAVE	
Total Sick Leave Credits on 7-1-91 ... 39.875			Unused Balance 6-30-90 ..... 6-30-91 ..... Earned 7-1-90 75.0 6-30-91 ..... Total Vacation Credits 7-1-91 .....			Total Personal Leave Credits On 7-1-91 22.5				On 7-1-91 .....	
Month	Credited	Charged	Balance	Earned	Used	Balance	Hours Used	Balance	Hours	Used	Balance
July	9.375		49.25	6.25	7.5	79.75	20.5	2.0			
August	9.375	10.5	48.125	6.25	23.5	56.50	2.0	—			
Sept.	9.375	9.5	48.0	6.25	9.5	53.25					
October	9.375	15.5	41.875	6.25	7.5	52.0					
Nov.	9.375	1.5	49.75	6.25	10.5	47.75					
Dec.	9.375	14.0	45.125	6.25	19.0	35.0					
Jan.	9.375	9.5	45.0	6.25		41.25					
Feb.	9.375		54.375	6.25	3.0	44.5					
March	9.375	9.5	54.25	6.25	2.0	48.75					
April	9.375	7.5	56.125	6.25	9.5	45.50					
May	9.375	2.5	63.0	6.25	8.0	43.75					
June	9.375	7.5	64.875	6.25	2.0	48.0					
Total			Vacation Status								
			No. of Weeks								
			Date Status								
			Established .....								
			And Available July 1								
								Total			

**SUMMARY OF INVESTIGATIONS AND CONFERENCES  
WITH EMPLOYEE REGARDING ABSENTEEISM**